

OFFICE OF THE KENTUCKY STATE TREASURER  
TODD HOLLENBACH

# 2015 Holder & Reporting Instructions

UNCLAIMED PROPERTY DIVISION



Office of the State Treasury  
1050 US Highway 127 South Suite 100  
Frankfort, KY 40601  
(502) 564-4722  
[www.KYTreasury.com](http://www.KYTreasury.com)



# OFFICE OF THE KENTUCKY STATE TREASURER

## TODD HOLLENBACH

Dear Unclaimed Property Holder:

In the State Treasurer's office, one of our major focuses is to unite as much unclaimed property with as many owners as possible. We strive to achieve this with the highest level of service to the public. In order to meet this challenge, we need your help. My overall goal is to promote voluntary compliance from holders. As an unclaimed property holder, you play a vital role in fulfilling our mission of reuniting owners with their property. We encourage you to report all unclaimed property you may be holding. We also ask you to provide us with as much detailed information as possible to assist us in locating the owners.

And to make your job easier, you can now report your unclaimed property to us electronically! To learn more, visit [www.byetm.com/landings/upexpress.html](http://www.byetm.com/landings/upexpress.html), or **go to [www.KYTreasury.com](http://www.KYTreasury.com) and click on the button that says "File Your Kentucky Holder Report."**

Kentucky has over \$490-million in unclaimed assets that we're working hard to return to the rightful owners - the people of Kentucky. To get the word out to the public, we advertise, reach out through social media, and work with local media and government agencies to inform the citizens of the Commonwealth about our program, and we directly address the holder community through speaking engagements to provide guidance with the reporting process.

Through our website, you can search the Kentucky Department of Treasury unclaimed property database, as well as databases throughout the country. Reporting forms and instructions are also available on our website.

Last calendar year, we returned approximately \$23-million, thousands of shares of stock and the contents of hundreds of safe deposit boxes in unclaimed property to the rightful owners. We are determined to return even more as a way to invest in the future of Kentucky by giving back to citizens what's rightfully theirs.

To that end, this booklet contains clearly written instructions and easy to use on-line reporting that will enable you to accurately report the property you hold. We hope you won't hesitate to contact our office at 1-800-465-4722 or e-mail us at [unclaimed.property@ky.gov](mailto:unclaimed.property@ky.gov) if you have any questions and don't forget you can file electronically at [www.byetm.com/landings/upexpress.html](http://www.byetm.com/landings/upexpress.html) or **[www.KYTreasury.com](http://www.KYTreasury.com)**.

I appreciate the opportunity to serve as your State Treasurer. I look forward to working with you on programs that invest in Kentucky's future.

Sincerely,

A handwritten signature in black ink that reads "Todd Hollenbach".

Todd Hollenbach  
Kentucky State Treasurer

# Table of Contents

Introduction Letter .....	1	<b>Appendix</b>	
Table of Contents .....	2	Safekeeping Codes .....	22
Getting Started .....	3-5	Relationship and Ownership Codes .....	23-24
Digital Reporting .....	6	Step-By-Step Directions UpExchange .....	25-51
Interest Bearing Accounts .....	7	Notes .....	52
Stocks & Securities .....	8		
Safe Deposit Boxes .....	9-10		
Owner Notification Letter (Sample) .....	11		
Extension Request Form .....	12		
Holder Request for Reimbursement .....	13		
Frequently Asked Questions .....	14-15		
Reporting for Other States .....	16		
Property Codes with Dormancy Periods .....	17-19		
Glossary of Terms .....	20		
Final Notes / Checklist .....	21		

# Getting Started

## Reporting Options

**T**o protect the confidentiality of owner information, every organization holding unclaimed funds should submit reports using software that will generate the required NAUPA II electronic format. **You MUST file your report electronically.** Spreadsheets are no longer accepted, as they do not meet the confidentiality requirement.

Use UPExchange, a free, easy to use holder reporting web application that creates unclaimed property reports in state specific formats, including the NAUPA II Electronic Reporting Standard. **It is endorsed officially and exclusively by NAUPA\***. To meet end-user requirements, it's accessible from anywhere with just a browser, and sends reports and payments to multiple states entirely online. To meet IT requirements, it's delivered as software-as-a-service (SaaS). To meet security requirements, it uses real-time database protection, monitoring, auditing, and breach-prevention that follow PCI DSS, and SSAE 16 best practices

With free training and support, UPExchange makes unclaimed property reporting easier and more efficient. UPExchange produces the NAUPA II formatted file that is accepted by all states, including Kentucky. **UPExchange also allows you to send the report and payment electronically with the push of a button. No more paper or CD's – truly seamless automation!** Go to the ETM Website ([www.byetm.com/upexchange](http://www.byetm.com/upexchange)) to sign up for your free subscription to use UPExchange, or go to [www.KYTreasury.com](http://www.KYTreasury.com)

and click on the “File your Kentucky Holder Report.”

★ Once you have completed the free UPExchange Sign Up, you will have access to an instructional video, a user's guide and other helpful resources.

★ For more detailed instruction, you can register for a free live training webinar OR view a past training webinar at your convenience. A schedule of training webinars is available on the ETM website.

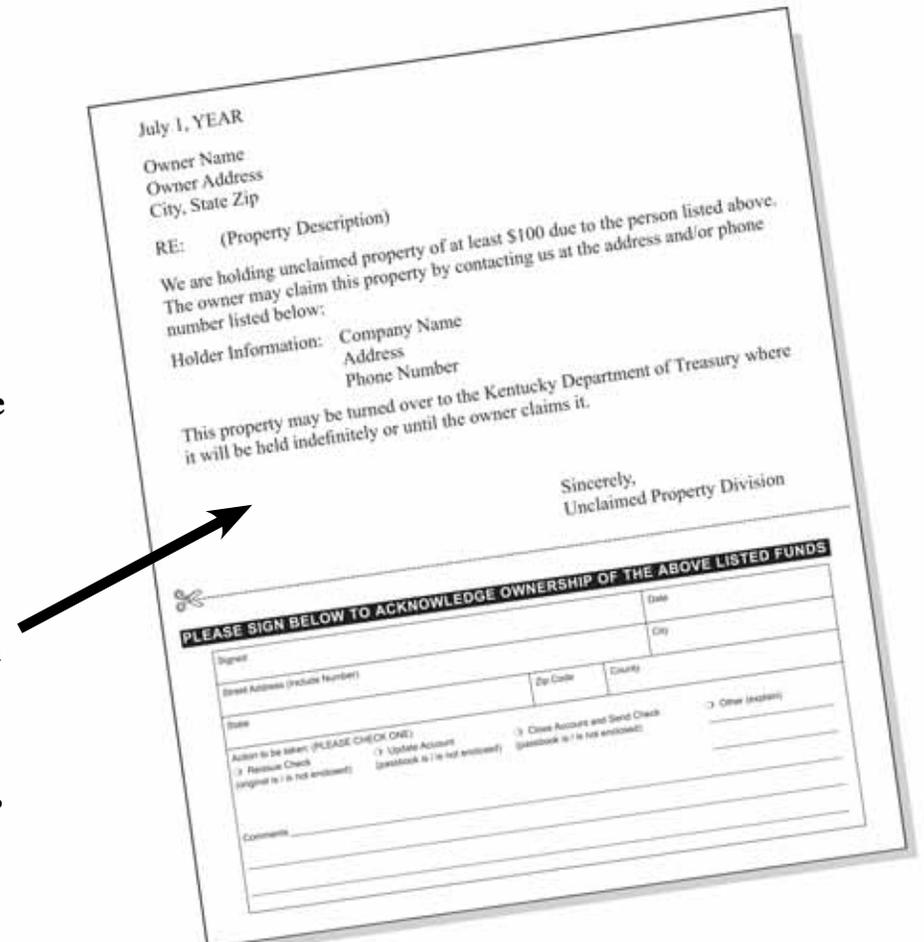
★ Ongoing product support is available at [uphelp@eagletm.com](mailto:uphelp@eagletm.com), or 319-739-3557.



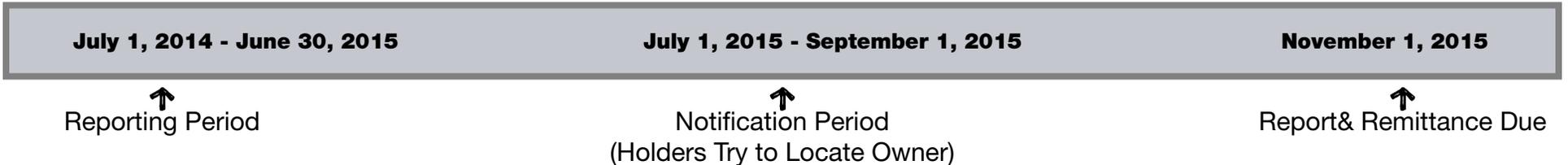
# Getting Started

**STEP 1 Identify the Unclaimed Property**  
 Identify the Unclaimed Property to be filed with the Kentucky Department of Treasury. This includes savings and checking accounts, unclaimed wages, dividends, credit balances, gift certificates, money orders and any type of outstanding checks or other property with no owner initiated contact for 3 years. For a detailed listing, please refer to **page 18 & 19**.

**STEP 2 Try to locate the owners of the Unclaimed Property**  
 Try to locate the owners of the Unclaimed Property that you are holding. KRS 393 requires holders to send a letter to the owner at the owner's last known address during the legal notification period (also called the Owner Notification Period), A sample letter is provided on **page 11**. Owners must be notified not more than 120 days or less than 60 days before the report is filed. See Unclaimed Property Time Line below.



## Unclaimed Property Time Line (ALL Holders)



## Send Report

Send report by CD-ROM, USB Memory stick, or on-line and funds to the Kentucky Department of Treasury by November 1. Checks should be made payable to Kentucky State Treasurer. Only one check is required, not one for each reported property.

Incomplete & incorrectly completed reports will be returned to the holder. Report shall include all owner information such as **name, address, Social Security number or FEIN, date of birth, policy or account number, etc.**

### EXAMPLE:

If you are a business and have identified uncashed payroll checks that are greater than \$50 in value and which are dated 6/30/12 or earlier, you should report them as unclaimed property for the reporting period 7/1/14 - 6/30/15. You should attempt to notify the check's payee at his or her last known address after 7/1/15 and before 9/1/15. If these attempts fail, you must remit the face amount of each unclaimed payroll check along with the report that you submit on 11/1/15.

**Unclaimed property reporting documentation should be retained.**

## Property Types: Important Dates and Deadlines

<i>Holder Type</i>	<i>Property Type</i>	<i>Dormancy Period</i>	<i>Reporting Period</i>	<i>Date of Last Activity</i>	<i>Notification Period</i>	<i>Report &amp; Remittance Period</i>
Any business association of 2 or more individuals including financial institutions	All – except travelers' checks <sup>1</sup> and wages less than \$50 <sup>2</sup>	3 years	7/1/14 - 6/30/15	7/1/11 - 6/30/12	7/1/15 - 9/1/15	11/1/15
Estates With No Heirs	ALL	1 years	7/1/14 - 6/30/15	7/1/13 - 6/30/14	7/1/15 - 9/1/15	11/1/15
State & Federal Courts	ALL	5 years	7/1/14 - 6/30/15	7/1/09 - 6/30/10	7/1/15 - 9/1/15	11/1/15

<sup>1</sup> All travelers' checks must be dormant for a period of 7 years before they are considered abandoned and reportable to the state.

<sup>2</sup> Wages under \$50 are no longer required to be reported to the state.

# Digital Reporting

## CD-Rom ▪ USB Memory Stick ▪ On-Line

File by CD-Rom/USB Memory Stick, On-Line at [www.byetm.com/upexchange](http://www.byetm.com/upexchange) this includes Safe Deposit Box contents **Report will be returned if not accompanied with CD-Rom/USB Memory Stick or submitted online.**



CD-Rom/USB Memory Stick/On-Line reporting saves time and money. It's easier, faster, and more accurate than having to enter data twice.

To file by CD-Rom/USB Memory Stick, or on-line you can log onto the [www.byetm.com/upexchange](http://www.byetm.com/upexchange) website or [www.KYTreasury.com](http://www.KYTreasury.com). Contact our office with questions.

- ★ Each CD-Rom/USB Memory Stick must include an external label with holder name, Federal Identification number, total amount of money and number of stock and safe deposit boxes being reported.
- ★ We are only accepting NAUPA II format - **spreadsheets are no longer accepted.**
- ★ Submit passwords for reports to **Jason.Meece@KY.gov**.
- ★ Please be sure that all information is in the CORRECT FIELDS before submitting the CD-Rom/USB Memory Stick. Submit the CD-Rom/USB Memory Stick along with your check or property. If reporting safe deposit box contents by CD-Rom/USB Memory Stick, please send contents under separate cover. **DO NOT** put check or CD in box with contents.
- ★ When reporting name suffixes and prefixes, please enter this information in the title field and not in the last name field.
- ★ Do not report known names of accounts \$100 and under as aggregate. List the owner names and amounts individually.
- ★ Our owner type codes are: 1 - aggregate, 4 - other, 7 - unknown.
- ★ When entering your data for interest bearing accounts into the NAUPA format make sure to use the deduction code of IB and enter 0 in the amount remitted field. Be sure to enter deduction amount.

# INTEREST BEARING ACCOUNTS

## **ATTENTION: Important Information on Statements Below**

Pursuant to the provisions of KRS 393.130(5), 20 KAR 1:090 provides that each interest bearing account should be placed in accounts titled in the original owner's (depositor's) name, assignable to the Commonwealth of Kentucky, Department of Treasury.

The rate of interest earned by each assignable account must be the same as the contract rate earned by the pre-decessor account. **No fees or charges** shall be imposed by the holder from and after the date of presumption of abandonment. Assignable accounts can be set up as a new account or as a name change effected by the institution.

These accounts should be entered electronically through UP Exchange making sure to enter the reported dollar amount in the **Initial Amount** field and enter the **Deduction Code** "IB" (for interest bearing) then entering the dollar amount again in the **Deduction Amount** field to show the funds will remain with the financial institution to draw interest. Be sure to report each account individually (i.e., no aggregates) and note that interest bearing accounts for out-of-state owners cannot be reported to Kentucky. Also, please **do not report** accounts that have been reported in previous years.

We require that holders reporting Interest Bearing Accounts to Unclaimed Property send **one** year end statement for each individual account. **Monthly or quarterly statements for these accounts will be returned unopened.**

These account statements must list: owner's name, account num-

ber, year originally reported to the state of Kentucky, contract rate of interest, interest accrued for the reporting year and total value at the end of the reporting year.

Annual statement information can be provided in spread sheet form or one statement can be printed for each account showing the required information. If printing individual statements, those statements should be mailed together in one envelope and sorted by year reported.

If there were any accounts reactivated throughout the statement period, send a listing of those accounts with your annual statement. We still require that you send immediate notification when these transactions occur, but providing this list with your annual statement will ensure no reactivated accounts were missed.

**Important: Please notify our office in writing when an account previously reported has been claimed by its owner or has been closed.**

**Note:** In accordance with KRS393.060, Holders are required to remit **Interest Bearing accounts they have previously reported** as unclaimed property and held for ten years. **Accounts reported in 2005 are due to be remitted in 2015. DO NOT INCLUDE THESE PROPERTIES ON THE 2015 HOLDER REPORT FORM.** Instructions for remitting Interest Bearing accounts will be provided to the respective companies **when they are due to remit.**

# INSTRUCTIONS FOR REPORTING SECURITIES/STOCKS

## The Report of Unclaimed Securities is used to report and remit:

- Common stock
- Mutual Funds
- Stock Warrants
- Partnership Units
- Preferred Stock
- Restricted Stock
- Dividend Reinvestment Plans (DRPs)
- Any other applicable security type property

Any monetary type property, even if it is related to a security (for example, dividends), should be reported

### \*\*\*ATTENTION\*\*\*

**Dividend Reinvestment Plan (DRP's):** Only whole shares may be delivered to the state of Kentucky's custodial account 28605788 participant #0725. All fractional shares of DRP's must be liquidated whole shares to our custodial account 28605788 participant #0725 and submit a check for the cash in lieu of fractional shares with your report.

**Worthless/Nontransferable Securities:** DO NOT report worthless or nontransferable securities to the Kentucky Department of Treasury. If the securities become transferable

## Remittance of Securities

### Stock Certificates:

All stock certificates must be registered with the FEIN 61-0600439 before remitting the securities report to Kentucky Department of Treasury. If you have any questions, feel free to contact the Unclaimed Property Securities staff at (800) 465-4722.

### Depository Trust Company (DTC) Deposits:

If you are a broker or holder transferring a position through DTC, please fax a listing to the Kentucky Department of Treasury at (502) 564-4200. The list should include Kentucky Account number 28605788 , DTC participant #0725, CUSIP, and share amount.

### Mutual Fund Accounts:

All mutual fund accounts must be registered as Kentucky Department of Treasury with FEIN 61-0600439. Submission of quarterly statements is requested. Code all accounts with CASHDividends

# INSTRUCTIONS FOR REPORTING SAFE DEPOSIT BOX CONTENTS

## How to Report:

The REPORT OF UNCLAIMED SAFE DEPOSIT BOX CONTENTS is used to report safe deposit box contents and safekeeping items only. Please file this report on-line. DO NOT ATTACH SAFE DEPOSIT REPORTS TO THE CONTENTS.

## When to Remit:



Send all safe deposit box contents or safekeeping items with the November report. **Packages should be clearly marked with the owners name.** Attach check to copy of report & keep separate from contents. All currency must be sent

intact (DO NOT deposit and issue a bank check for currency amount).

## Please type or legibly print your report:

1. Enter the safe deposit box number or safekeeping location where the contents were held.
2. Enter the full name (last name first) of the owner(s) of the safe deposit box or safekeeping item.
  - Be sure to include information that would aid in identification, such as Jr., Mrs., etc., after the mid-

dle name or initial.

- Corporate titles and the like should be entered exactly as adopted, except that the word “The” should be placed at the end of the name line.
  - If a safe deposit box has two owners, the names of both must be shown with the relationship (for example, “trustee for,” “and,” “or,” etc.).
3. Enter the owner’s Social Security number.
  4. Enter the last known address of the owner of the safe deposit box. If the safe deposit box has two or more owners, addresses that are not the same for each owner must be shown. **Out of state contents NOT acceptable.**
  5. Enter the date the rental period expired on the safe deposit box, or in the case of safekeeping items, the date of the last contact with the owner.
  6. Enter the name of the bank branch location where property was held. List the complete address including the zip code.
  7. Enter the amounts due to the holder. These amounts can include unpaid safe deposit box rental charges and drilling fees. DO NOT deduct any of these costs from any cash that may be in the box at this time. After the items are sold by the department the holder may request reimbursement.

# INSTRUCTIONS FOR REPORTING SAFE DEPOSIT BOX CONTENTS

8. Enter an itemized description of the safe deposit box or safe-keeping contents. The safe deposit box contents will be accepted or rejected based on the description provided. Use the following examples in completing your descriptions:

- a) one gold-colored ring with two clear stones
- b) one pair screw back earrings, each with one ruby-like stone
- c) one coin wrapper containing 50 US pennies dated 1918-1964 (if wrapper is empty, please so indicate)
- d) one hand pellet-gun with black metal barrel

**All packages containing weapons, sharp objects or hazardous materials MUST be clearly marked and weapons MUST be unloaded.**

**NOTE:** One item per line of description. You are **not required** to register securities found within contents

# OWNER NOTIFICATION SAMPLE LETTER

Per 20 KAR 1:080 section 1: Notification letters must be sent for any property valued at \$100 or more. The letters must be sent no more than 120 days or less than 60 days before the report is filed.

**NOTE:** *Please do not include Treasury personnel names on these letters.*

July 1, YEAR

Owner Name  
Owner Address  
City, State Zip

RE: (Property Description)

We are holding unclaimed property of at least \$100 due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below:

Holder Information: Company Name  
Address  
Phone Number

This property may be turned over to the Kentucky Department of Treasury where it will be held indefinitely or until the owner claims it.

Sincerely,  
Unclaimed Property Division

**PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS**

Signed		Date
Street Address (Include Number)		City
State	Zip Code	County
Action to be taken: (PLEASE CHECK ONE)		
<input type="checkbox"/> Reissue Check (original is / is not enclosed)	<input type="checkbox"/> Update Account (passbook is / is not enclosed)	<input type="checkbox"/> Close Account and Send Check (passbook is / is not enclosed)
Comments:		<input type="checkbox"/> Other (explain)

# UNCLAIMED PROPERTY HOLDER REPORTING EXTENSION REQUEST

Due by November 1, 2015

KENTUCKY DEPARTMENT OF TREASURY  
DIVISION OF UNCLAIMED PROPERTY  
1050 US HWY. 127 S., SUITE 100  
FRANKFORT KY 40601

Current Fiscal Year representing property presumed abandoned during the Fiscal Year ended June 30.

State the reason(s) an extension is requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check the additional time requested to complete the report:  30 days  60 days

We are aware of Kentucky's requirement to remit by November 1, the total (or best estimate) of abandoned property owed in order to avoid possible penalties. This extension only applies to the filing of the Holder Report.

I am duly authorized to execute this request for an extension by the holder.

Holder Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Contact Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature \_\_\_\_\_ e-Mail: \_\_\_\_\_

## TREASURY USE ONLY

The following criteria will be considered in evaluating the request.

Previous Filing History

Adequate

Inadequate

Timeliness of Filing

Adequate

Inadequate

Previous Extension Requests (consecutive)

Adequate

Inadequate

Department  
Staff Member:

Extension Approve

Extension Denied

Report will be due on:

\_\_\_\_\_

**MAIL THIS FORM TO THE ABOVE ADDRESS OR FAX TO (502) 564-4200**

# HOLDER REQUEST FOR REIMBURSEMENT

## Kentucky Department of Treasury

PLEASE TYPE OR PRINT

### PART I. HOLDER INFORMATION

Holder Name: \_\_\_\_\_ FEIN: \_\_\_\_\_ Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PART II. CLAIM INFORMATION

<i>Owner(s) Name (Exactly as reported)</i>	<i>Owner(s) Address</i>	<i>Date Paid to Claimant or Acct Reactivated</i>	<i>Year Reported</i>	<i>Acct/Reference # (If aggregate, specify)</i>	<i>Amount Paid</i>	<i>Amount of entire deposit in which this was contained</i>
If amount was remitted in error, please attach a written explanation.					<b>TOTAL AMOUNT OF REIMBURSEMENT</b>	

### PART III. HOLDER CERTIFICATION

**One of these must be attached to this claim: Copy of cancelled replacement check to owner (front and back) Account reactivation document, ORIGINAL travelers checks/money orders**

State of \_\_\_\_\_ County of \_\_\_\_\_ ss

I, \_\_\_\_\_, a duly authorized representative of the holder listed above, do hereby certify that the above listed funds, which were listed in the Report of Unclaimed Property filed by the holder, have been paid to the rightful owners or their representatives. I agree, upon payment of the above described property, to indemnify the state and hold it harmless from all claims and loss, demands, costs and other expenses which the state may sustain by reason of turning over the property to the holder and by reason further of its refusal to pay the property to any other person or persons.

Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_ Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Name of Representative (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_

Notary Signature (and Seal) \_\_\_\_\_

**Please mail to: KENTUCKY DEPARTMENT OF TREASURY, UNCLAIMED PROPERTY DIVISION, 1050 US HWY. 127 S., SUITE 100, FRANKFORT KY 40601**

# FREQUENTLY ASKED QUESTIONS

## Q. What is unclaimed property?

A. All intangible property unclaimed by its owner for a specific period of time, called a dormancy period. Unclaimed property may include: dormant savings and checking accounts, unclaimed wages, dividends, credit balances and any type of outstanding checks. **(For a more detailed list, see page 18 & 19.)**

Tangible property may include contents of safe deposit boxes or items left in safekeeping.

## Q. Who is a holder?

A. All business entities of two or more individuals doing business in Kentucky.

## Q. If a holder pays an account to an owner after the account has been paid to the state, how does the holder get reimbursed?

A. Before refunding an account to an owner, the holder should contact the Kentucky Department of Treasury Unclaimed Property Division and make sure the account is available to claim. Then the Unclaimed Property Division will send a reimbursement form upon request.

## Q. Why does Kentucky have an Unclaimed Property Law?

A. To protect the property rights of the owner and to reunite the owner with the property. To relieve the holders of the expense and liability of carrying the property. To provide a centralized search location for citizens.

## Q. Is there a minimum amount?

A. No. Businesses must report all unclaimed property, no matter how small, except for wages under \$50. The State Treasurer safeguards the property forever.

## Q. How can Kentucky citizens find their lost property?

A. Call the business that may be holding the property or search online at: [www.MissingMomey.com](http://www.MissingMomey.com).

## Q. How should I report any unclaimed property that I may have?

A. Report by submitting your information on a CD/Rom set up in the NAUPA Standard Electronic Format.

## Q. What does the state require for notification to the owner?

A. The holder must send written notice to the owner at the owner's last known address if the property is valued at \$100 or more. **(See page 18.)**

## Q. What happens if a holder does NOT report unclaimed property?

A. A holder who fails to report, pay or deliver property within the time prescribed by law will be subject to all penalties under KRS 393.

Nonfilers may be subject to audit.

# FREQUENTLY ASKED QUESTIONS

**Q. What attempts are made by the holder and the state to find the rightful owner?**

**A.** The first attempt to locate the owner is made by the holder. A notice is mailed to the owner's last known address.

Once the property has been reported to the state, the State Treasurer searches for the owner by publishing an annual advertisement.

The State Treasurer uses other outreach opportunities including the internet, fairs, media, state conventions and malls to locate owners. City, county and state public officials are also an important part of owner outreach.

The State Treasurer serves as the custodian until the property is claimed.

**Q. What do financial institutions (banks, credit unions, savings & loans, etc.) do with interest bearing accounts?**

**A.** Interest bearing accounts should be placed in accounts titled in the owner's (depositor's) name, assignable to the Commonwealth of Kentucky, Department of the Treasury, and must earn the same rate of interest as the contract rate for the predecessor account with no fees assessed against the accounts. Page 8 contains detailed instructions for interest bearing account reporting.

**Q. What is the aggregate reporting amount in the state of Kentucky?**

**A.** Kentucky's aggregate reporting amount is property under \$100.

**For definitions of specific terms, refer to the Glossary on page 20.**

# REPORTING FOR OTHER STATES

## Filing One Report

If you are a business located in the Commonwealth of Kentucky, you can file one Unclaimed Property Report with the Kentucky Department of Treasury even if you are holding the property of owners who live in other states. Submit one file containing Kentucky owners as well as out-of-state owners. Do not include a separate file for each state. The Commonwealth of Kentucky is an exchange state without a reciprocal Agreement.

Please Note: Some states may require you to report to them directly.



## Here's How

If you wish to file out-of-state accounts with the Kentucky Department of Treasury, please follow the guidelines below. We will forward the reported properties to the respective states.

1. You must report by CD-Rom / USB Memory Stick through UPEXchange.
2. Use the abandonment period required by the state of the owner's last known address.
3. Notify the other states of your intent to report to Kentucky.

Contact the Kentucky Department of Treasury for a list of other states unclaimed property offices.

4. Unfortunately, we cannot accept out-of-state safe deposit box contents.
5. You can log onto the NAUPA website [www.unclaimed.org](http://www.unclaimed.org) to find the contact information for each state.

# Property Codes with Dormancy Periods

Code	Description	Years	Code	Description	Years
<b>Account Balances</b>			CS03	Educational Savings Accounts-Securities	3
AC01	Checking Accounts	3	<b>Court Funds</b>		
AC02	Savings Accounts	3	CT01	Escrow Funds	5
AC03	Matured CD or Savings Certificates	3	CT02	Condemnation Awards	5
AC04	Christmas Club Funds	3	CT03	Missing Heirs' Funds	3
AC05	Money on Deposit to Secure Funds	3	CT04	Suspense Accounts	5
AC06	Security Deposits	3	CT05	Other Court or Public Auth Funds	5
AC07	Unidentified Deposits	3	CT06	Bail Bonds	5
AC08	Suspense Accounts	3	CT99	Aggregate Court Deposits	5
AC99	Aggregate Account Balance Due	3	HS01	Health Savings Account	3
<b>Uncashed Checks</b>			HS02	Health Savings Account Investment	3
CK01	Cashier's Checks	3	<b>Insurance</b>		
CK02	Certified Checks	3	IN01	Individual Policy Benefits/ Claims	3
CK03	Registered Checks	3	IN02	Group Policy Benefits or Claims	3
CK04	Treasurer's Checks	3	IN03	Proceeds Due Beneficiaries	3
CK05	Drafts	3	IN04	Proceeds from Matured Policies	3
CK06	Warrants	3	IN05	Premium Refunds	3
CK07	Money Orders	3	IN06	Unidentified Remittances	3
CK08	Traveler's Checks	7	IN07	Other Amounts Due Under Policy	3
CK09	Foreign Exchange Checks	3	IN08	Agent Credit Balances	3
CK10	Expense Checks	3	IN99	Aggregate Insurance Property	3
CK11	Pension Checks	3	IR01	Traditional IRA-Cash	3
CK12	Credit Checks or Memos	3	IR02	Traditional IRA-Mutual Funds	3
CK13	Vendor Checks	3	IR03	Traditional IRA-Securities	3
CK14	Checks Written Off to Income	3	IR05	Roth IRA-Cash	3
CK15	Other Outstanding Official Checks	3	IR06	Roth IRA-Mutual Funds	3
CK16	CD Interest Checks	3	IR07	Roth IRA-Securities	3
CK99	Aggregate Uncashed Checks	3	MI01	Net Revenue Interest exempt	
CS01	Educational Savings Accounts-cash	3	MI02	Royalties exempt	
CS02	Educational Savings Accounts-Mutual Funds	3			

# Property Codes with Dormancy Periods

Code	Description	Years	Code	Description	Years
MI03	Overriding Royalties exempt		<b>Safe Deposit/Safekeeping</b>		
MI04	Production Payments exempt		SD01	Safe Deposit Box Contents	3
MI05	Working Interest exempt		SD02	Other Safekeeping	3
MI06	Bonuses exempt		SD03	Other Tangible Property	3
MI07	Delay Rentals exempt		SD04	Unclaimed Collateral	3
MI08	Shut-in Royalties exempt		SD05	Securities No Value	3
MI09	Minimum Royalties exempt		<b>Securities</b>		
MI99	Aggregate Mineral Proceeds exempt		SC01	Dividends	3
<b>Miscellaneous</b>			SC02	Interest (Bond Coupons)	3
MS01	Wages, Payroll, Salary (\$50 or less are exempt)	3	SC03	Principal Payments	3
MS02	Commissions	3	SC04	Equity Payments	3
MS03	Workers' Compensation Benefit	3	SC05	Profits	3
MS04	Payment for Goods and Services	3	SC06	Funds Paid to Purchase Shares	3
MS05	Customer Overpayments	3	SC07	Funds for Stocks and Bonds	3
MS06	Unidentified Remittances	3	SC08	Shares of Stock (Returned By PO)	3
MS07	Unrefunded Overcharges	3	SC09	Cash for Fractional Shares	3
MS08	Accounts Payable	3	SC10	Unexchanged Stock of Successor	3
MS09	Credit Balances/Accts Receivable	3	SC11	Other Certificates of Ownership	3
MS10	Discounts Due	3	SC12	Underlying/Outstanding Shares	3
MS11	Refunds Due	3	SC13	From Liquidated/Stock Redemption	3
MS12	Unredeemed Gift Certificates	3	SC14	Debentures	3
MS13	Unclaimed Loan Collateral	3	SC15	US Government Securities	3
MS14	Pension and Profit Sharing Plans	3	SC16	Mutual Fund Shares	3
MS15	Dissolution or Liquidation	3	SC17	Warrants (Rights)	3
MS16	Miscellaneous Outstanding Checks	3	SC18	Matured Bond Principal	3
MS17	Miscellaneous Intangible Property	3	SC19	Dividend Reinvestment Plans	3
MS18	Suspense Liabilities	3	SC20	Credit Balances	3
MS99	Aggregate Miscellaneous Property	3	SC99	Aggregate Securities-Related	3

# Property Codes with Dormancy Periods

<b>Code</b>	<b>Description</b>	<b>Years</b>
<b>Trust Property</b>		
TR01	Paying Agent Accounts	3
TR02	Undelivered or Uncashed Dividends	3
TR03	Funds Held in Fiduciary Capacity	3
TR04	Escrow Accounts	3
TR05	Trust Vouchers	3
TR06	Pre-need Funeral Plans	3
TR99	Aggregate Trust Property	3
<b>Utilities</b>		
UT01	Utility Deposits	3
UT02	Membership Fees	3
UT03	Refunds Or Rebates	3
UT04	Capital Credit Distributions	3
UT99	Aggregate Utility Property	3
<b>All Other Property</b>		
ZZZZ	Properties Not Identified Above	3

# GLOSSARY OF TERMS

**Abandoned or Unclaimed Property:** Tangible or intangible property that is unclaimed by its rightful owner after a significant period of time.

**Abandonment Period:** The period of inactivity (in most cases 3 years) after which property is considered abandoned.

**Activity:** Action taken on property by the owner; including making a deposit or a withdrawal, or a memorandum of correspondence by the owner to the holder.

**Aggregate Amount:** The amount below which the holder need not include the name and address of the owner with the report. The aggregate amount in Kentucky is \$100.00.

**Custodian:** An individual or entity that holds property until it is delivered to the rightful owner. Most states' laws make the state the "custodian" of the abandoned property.

**Date of Last Activity:** The date of the owner's last activity on the property or the owner's last contact with the holder.

**Due Diligence:** The degree of effort required by statute that a holder of abandoned property must use to find the rightful owner of property before the property is remitted to the state.

**Holder:** The entity that controls abandoned property until it is transferred to the owner or to the state on behalf of the owner.

**Indemnification:** An agreement that protects the holder from loss by transferring the legal responsibilities to a third party (the state).

**Official Check:** A check or written instrument for which a bank, financial organization, or business association is directly liable; including but not limited to drafts, money orders, traveler's checks, cashier's checks, and expense and payroll checks.

**Owner:** A person having a legal or equitable claim to the abandoned property.

**Person:** Any individual, business association, government or public subdivision, public corporation or authority, estate, trust, two or more persons having a joint or common interest; or any other legal or commercial entity.

**Report:** An annual list of owners and their unclaimed property which holders send to the Department of Treasury with the remittance.

**Tangible Personal Property:** Property that is physical, such as a diamond ring or a silver coin.

**Underlying Shares:** Shares of stock that have been issued by a business association, or a banking or financial institution. The original certificate for the shares is in the possession of the shareholders, who have failed to either cash the dividend checks or correspond with the issuing corporation.

**Zero Report:** A report used by a company that indicates applicable records have been searched and no unclaimed property is reportable.

# FINAL NOTES

## File an extension

- ★ Mail or fax the extension request form on page 12 to the contact address below.
- ★ State the reason you need more time.

## Feeling Overwhelmed?

### Contact:

Kentucky Department of Treasury  
Unclaimed Property Division  
1050 US Hwy. 127 South, Suite 100  
Frankfort, KY 40601  
Toll-free: (800) 465-4722  
Fax: (502) 564-4200  
www.KYTreasury.com  
e-mail: [unclaimed.property@ky.gov](mailto:unclaimed.property@ky.gov)

Instructions are available on our website. Also available on our website is a link to KRS393 and the KY Administrative Regulations for Unclaimed Property.

## Checklist

- Have you mailed an OWNER NOTIFICATION? (page 18)
- Have you included all identifying information for owners including Social Security numbers and/or dates of birth?
- Have you included all information and contents for each item, to include your CD in NAUPA format?
- Have you enclosed you check made payable to the Kentucky State Treasurer?

**Stocks/Bonds** - Have you included the original certificates or DTC deposit statement? Have you included the bond and CUSIP numbers?

- Stocks/Bonds - Have you included the original certificates/statements and summary with report? Have you included the bond or CUSIP numbers?
- Mutual Funds - Have you registered the shares as Kentucky Department of Treasury? Have you included confirmation of transfer?

# APPENDIX

## Safekeeping Codes

<b>SAFEKEEPING_CD</b>	<b>DESCRIPTION</b>	<b>TYPE</b>
BBOND	BEARER BONDS	Y
COIN	COINS	Y
CRCY	CURRENCY	Y
DISK	ELECTRONIC MEDIA	N
EMPY	EMPTY	N
FIRE	FIREARMS	N
JEWL	JEWELRY	Y
MILI	MILITARY ITEMS	N
MISC	MISCELLANEOUS ITEMS	Y
PAPR	PAPERS	N
SAVB	SAVINGS BONDS	N
SILV	PURE SILVER	Y
STCK	STOCK	Y
STMP	STAMPS	Y
TRVL	TRAVELERS CHECKS & MONEY	Y
WACH	WATCHES	Y
WILL	WILLS	N

# APPENDIX

## NAUPA STANDARD ELECTRONIC FILE FORMAT RELATIONSHIP AND OWNERSHIP CODES

Relationship Codes		
Code	Short Description	Definition
AD	Administrator	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
AF	Attorney For	A person who has been qualified by a state or Federal court to provide legal services, including appearing in court, and is authorized to act for another.
AN	(And) Unspecified Joint Relationship	Unspecified joint relationship including 'AND'.
BF	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy or any instrument in which there is distribution.
CP	Community Property	Property or earnings received by a husband and wife during marriage, other than by gift, devise, or descent. Separate property is property owned by a spouse before marriage or received during the marriage by gift, devise or descent. In some jurisdictions, earnings from separate property are also separate property and in some jurisdictions, such earnings are community property. Recognized by California, Arizona, New Mexico, Texas, Nevada, Idaho, Washington, Wisconsin, Louisiana and Puerto Rico.
CN	Conservator	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age.
CF	Custodian	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled.
DF	Defendant	The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution.
ES	Estate	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
EX	Executor or Executrix	The person appointed to administer the estate of a person who has died leaving a will which nominates that person.
FB	For Benefit Of	A person who is entitled to property that is held by another person (typically a custodian or trustee). FB is typically used in trustee, self-directed, inherited, education and transferred accounts.
GR	Guardian	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult personally and/or manage that person's affairs.
HE	Heir	Anyone who receives property of a deceased person either by will or under the laws of descent and distribution. (Explanation: a devisee under a will is also an "heir", even though unrelated to the decedent.)

Relationship Codes		
Code	Short Description	Definition
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
JT	Joint Tenants	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated.
JS	Joint Tenants with Rights of Survivorship	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
TC	Tenants in Common	A type of account which is owned by at least two people with no rights of survivorship afforded to any of the account holders. In this type of account, a surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death. Generally, the member ownership in the account is determined on a pro rata basis, meaning that if there are two tenants in the account, each will have a 50% claim on the account's value.
JE	Tenants in Entireties	Joint ownership of property or securities by a husband and wife where, upon the death of one, the property goes to the survivor.
OR	(Or) Unspecified Joint Relationship	Unspecified joint relationship including 'OR'
OT	Other Relationship	Relationship other than specified in this list. Additional details should be submitted with the property.
PD	Payable On Death	Account is payable on Death to an alternate owner. Upon the original owner's death, the beneficiary must supply identification and a copy of the original owner's death certificate.
PA	Payee	The one named on a check or promissory note to receive payment.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope.
RE	Remitter	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state.
SO	Sole Owner	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
TE	Trustee	A person or entity who holds the assets (corpus) of a trustee for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.

# APPENDIX

## NAUPA STANDARD ELECTRONIC FILE FORMAT RELATIONSHIP AND OWNERSHIP CODES

Relationship Codes		
Code	Short Description	Definition
UG	Uniform Gifts to Minor	Property that is gifted to a Minor under the Uniform Gifts to Minors Act – (UGMA). This act allows minors to own property such as securities. Under the UGMA, the ownership of the funds works like it does with any other trust except that the donor must appoint a custodian (the trustee) to look after the account. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.
UT	Uniform Transfer to Minor	Property that is gifted to a minor under the Uniform Transfer to Minors Act – (UTMA). This act allows a minor to receive gifts such as money, patents, royalties, real estate and fine art, without the aid of a guardian or trustee. The gift giver or an appointed custodian manages the minor's account until the minor is of age (usually 18 or 21).
UN	Unknown	The owner's relationship to the property is not known.
UF	Usufruct	Usufruct is a real right in a property owned by another, normally for a limited time or until death. Simply stated, it is the right to use the property, to enjoy the fruits and income of the property, to rent the property out and to collect the rents, all to the exclusion of the underlying real or naked owner. The usufructuary has the full right to use the property but cannot dispose of the property nor can it be destroyed.

Ownership Codes		
	Short Description	Definition
AP	Aggregate Property	This property represents a group of properties that have been aggregated together, usually because of small values.
OT	All Owners except Aggregate or Unknown	This property represents individual property records that are not reported as aggregate or unknown, and is used when an owner's name is known and included in the report.
UN	Unknown Owner (no name available)	This property represents individual property records in which the original owner's name is unknown.

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Begin on the UP Exchange Website to create your unclaimed property report: <http://www.byetm.com/index.php/upx?referral=switchboard>

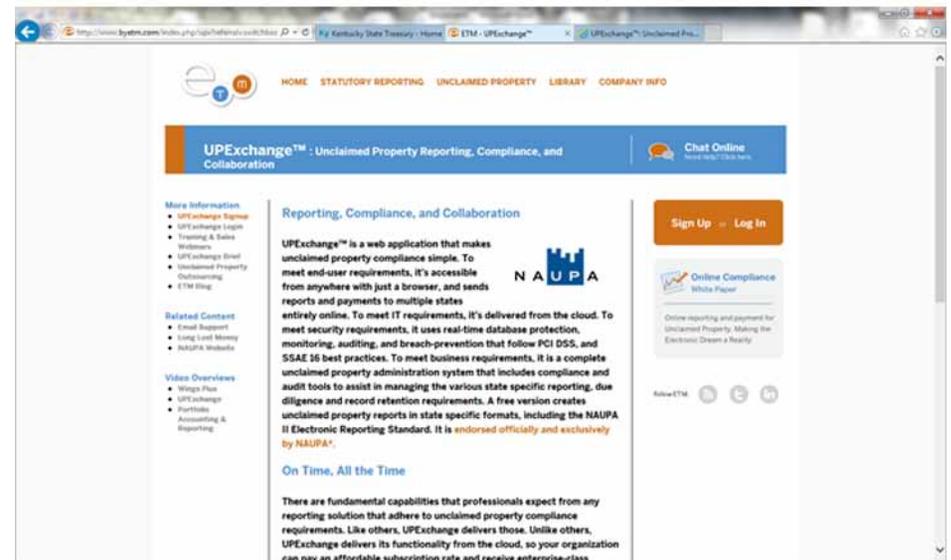
Click the orange icon on the right hand side that says “Sign Up or Log In” This will take you to the log in screen. If you do not have an account this is where you create one.

**Important:** You will need to make sure your Pop-Up Blocker is turned OFF, you are using Internet Explorer 9 or newer, Firefox or Google Chrome, you must have up-to-date Flash software, and if you are using Internet Explorer make sure Compatibility Mode is OFF.

If you have any issues using the UPEXchange reporting program or getting it to load on your computer contact their helpful tech support team:

**Phone:** 319.739.3557 Monday - Friday, 8am-5pm central

**Email:** [uphelp@eagletm.com](mailto:uphelp@eagletm.com)



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

If you already have an account, enter your log in information.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Next, you will select which version you wish to use for your reporting. Review each and see which version meets your company's needs, in our example we will be using the free version.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

To create an account, select “Sign UP” on UPEXchange’s home page. This screen will appear and you will follow the three steps to create/register your Holder Sign In.



The screenshot shows the UPEXchange registration page, Step 1 of 3. The page features a blue header with the UPEXchange logo and a navigation bar. The main content area is white and contains a map of the United States with a red dot indicating the user's location. To the right of the map is a registration form with the following fields:

- Email Address\*: undclame@property@ny.gov
- First Name\*: Brittany
- Last Name\*: May
- Phone Number\*: 502 564 4722 ext 8866
- Estimated Number of Property Records\*: 1-100

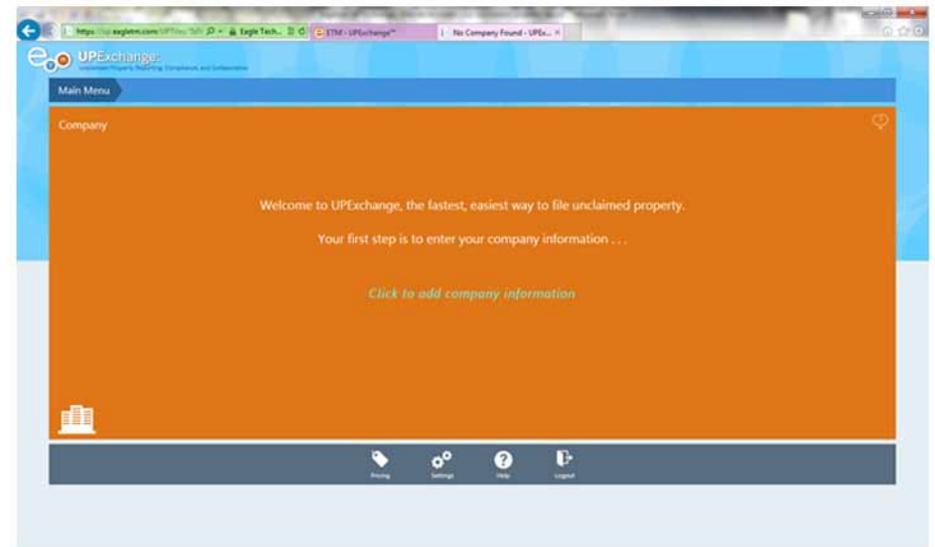
Below the form is a blue "Next" button and a "Cancel Registration" link. At the bottom of the page, there are four icons: Home, Settings, Help, and Logout. The footer contains the text "© 2014 Eagle Technology Management, Inc. Terms of Use Privacy Policy" and a URL: "https://up.eagletm.com/SPT/Doc/Images/OnlineHolderApp.PDF".

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

After you finish creating your Sign In, you will see this screen:

Click: “Click to add company information” This will allow you to enter your Holder information. The Holder is the entity that controls the abandoned property unit until it is transferred to the owner or the state on behalf of the owner. In other words - the company or agency you are entering the report for.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Complete steps 2-10



The screenshot shows a web browser window with the URL <https://myjet.com/UPEXchange>. The page title is "UPEXchange" and the breadcrumb navigation shows "Main Menu" > "Add Company". The main content area is titled "Step 2 of 10 - Confirm Company Name". It contains three input fields: "Company Name\*" with the value "Unclaimed Property Example", "Company Name Line 2", and "Display Name\*". At the bottom of the form area, there are "Previous" and "Next" buttons. The footer contains icons for "Home", "Settings", "Help", and "Logout".

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

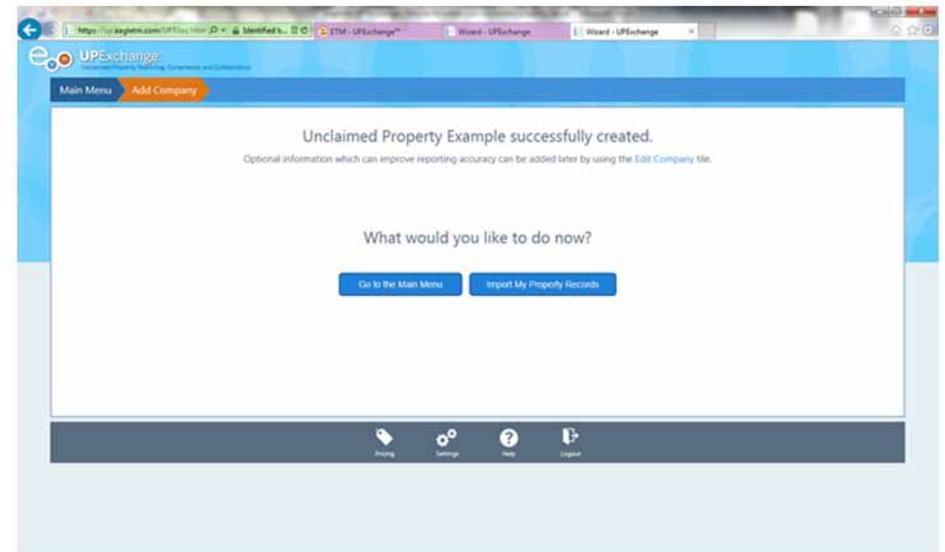
Step 10 will ask if you have state assigned ID's, skip this step, do not check the box, just hit "Next"

The screenshot shows a web browser window with the URL <https://uexchange.com/UPExchange/0>. The page title is "UPExchange" and the subtitle is "Standard Form 999-B, 999-C, 999-E, 999-T, 999-TF, 999-TM, 999-TN, 999-TX, 999-TZ, 999-TZ-1, 999-TZ-2, 999-TZ-3, 999-TZ-4, 999-TZ-5, 999-TZ-6, 999-TZ-7, 999-TZ-8, 999-TZ-9, 999-TZ-10, 999-TZ-11, 999-TZ-12, 999-TZ-13, 999-TZ-14, 999-TZ-15, 999-TZ-16, 999-TZ-17, 999-TZ-18, 999-TZ-19, 999-TZ-20, 999-TZ-21, 999-TZ-22, 999-TZ-23, 999-TZ-24, 999-TZ-25, 999-TZ-26, 999-TZ-27, 999-TZ-28, 999-TZ-29, 999-TZ-30, 999-TZ-31, 999-TZ-32, 999-TZ-33, 999-TZ-34, 999-TZ-35, 999-TZ-36, 999-TZ-37, 999-TZ-38, 999-TZ-39, 999-TZ-40, 999-TZ-41, 999-TZ-42, 999-TZ-43, 999-TZ-44, 999-TZ-45, 999-TZ-46, 999-TZ-47, 999-TZ-48, 999-TZ-49, 999-TZ-50, 999-TZ-51, 999-TZ-52, 999-TZ-53, 999-TZ-54, 999-TZ-55, 999-TZ-56, 999-TZ-57, 999-TZ-58, 999-TZ-59, 999-TZ-60, 999-TZ-61, 999-TZ-62, 999-TZ-63, 999-TZ-64, 999-TZ-65, 999-TZ-66, 999-TZ-67, 999-TZ-68, 999-TZ-69, 999-TZ-70, 999-TZ-71, 999-TZ-72, 999-TZ-73, 999-TZ-74, 999-TZ-75, 999-TZ-76, 999-TZ-77, 999-TZ-78, 999-TZ-79, 999-TZ-80, 999-TZ-81, 999-TZ-82, 999-TZ-83, 999-TZ-84, 999-TZ-85, 999-TZ-86, 999-TZ-87, 999-TZ-88, 999-TZ-89, 999-TZ-90, 999-TZ-91, 999-TZ-92, 999-TZ-93, 999-TZ-94, 999-TZ-95, 999-TZ-96, 999-TZ-97, 999-TZ-98, 999-TZ-99, 999-TZ-100". The page content includes a navigation bar with "Main Menu" and "Add Company". The main heading is "Step 10 of 10 - State Assigned IDs". The text reads: "If you previously reported to a state, that state may have assigned you a unique identification or company number. Many states use your FEIN, so no other number is assigned. Contact the state(s) if you are unsure of your number or whether one has been assigned to you." Below this text is a checkbox labeled "I have state-assigned IDs to enter". At the bottom of the form area, there are "Previous" and "Next" buttons. A footer bar contains icons for "Privacy", "Settings", "Help", and "Logout".

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

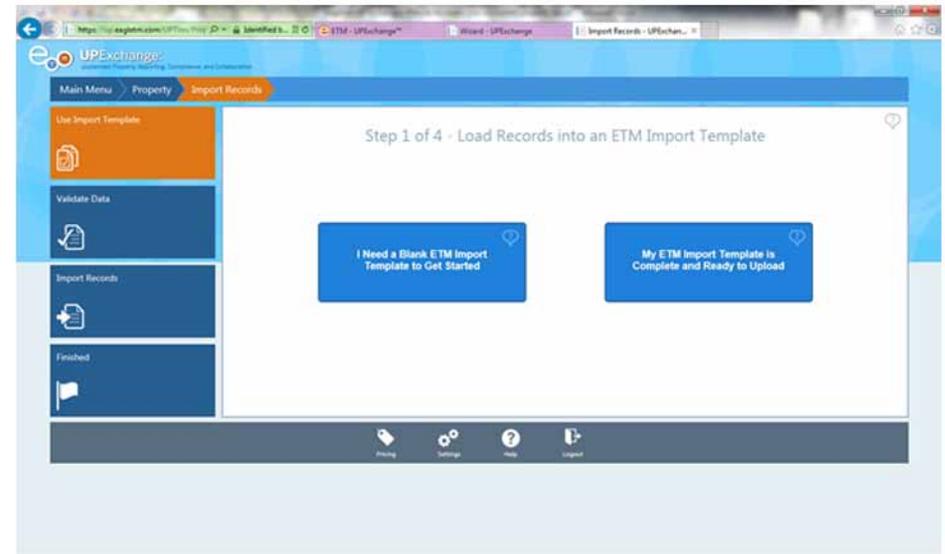
Next you will see this screen which will ask what you would like to do next. You can select to begin entering your properties by selecting “Import My Property Records”.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

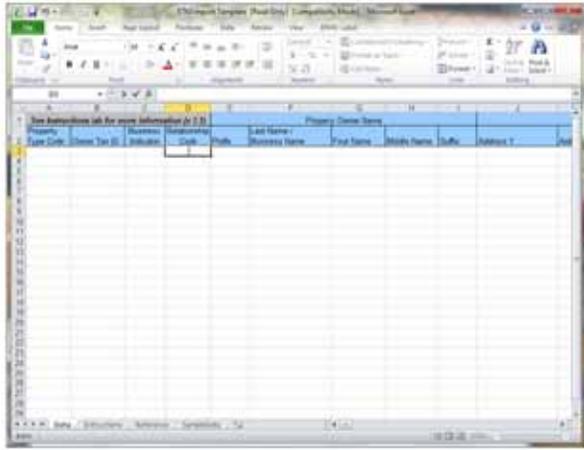
Here you will select “I Need a Blank ETM Import Template to Get Started”



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

A pop up should appear asking you to open the Excel file template, choose to open the file. You should see this Excel Template pop up automatically next:



This is where you will begin to enter you unclaimed property accounts onto your report, this is a great format for all property types except for Safe Deposit Boxes.

You can find a complete list of the Kentucky NAUPA codes and their descriptions in the Kentucky Holder Report Booklet found at [www.kytreasury.com](http://www.kytreasury.com) to aid you in completing this template. Or they can be found under the HELP icon at the bottom of the UP Exchange Main Menu screen, just select Resources and then choose Kentucky and the code lists will be posted on the right hand side of the screen for you under Kentucky's contact info. WHEN ENTERING ACCOUNT INFO INTO THE TEMPLATE:

- Look at the tab row at the bottom of your template document. There are instructions and a great example under "SampleData". Don't forget to periodically hit SAVE so you do not lose your data.
- Enter ALL the data you have available for each property/owner.
- Make sure to add multiple owner accounts accordingly with the correct relationship code identifying if they are joint owners, custodians, primary owner or remitter. A great example is provided on rows 7 and 8 on the Sample Data worksheet, you'll see Zelda and Herman Battiste listed as joint owners. Zelda is the primary and all her contact info plus the property info is on her row. Directly beneath, there is a #A in the first column. This tells the system to attach this owner to the record directly above it. Then all that is needed on the second owner's row is their name and contact information. If another owner has to be added, they'd just add another #A row with the third owner's info and so on.
- If you are a financial institution entering Interest Bearing accounts, be sure after you enter the Initial Amount use the Deduction Code "IB" and enter the Initial Amount total again into the Deduction Amount field. This reports the accounts to us as interest bearing while showing the money is staying at the financial institution to draw interest. If this is not done correctly the interest bearing accounts will not import correctly, if at all.

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Example of ETM Template after properties were added:

Property Type	Owner Tax ID	Business Name	Relationship	Code	Prefix	Last Name / Business Name	Property Owner Name	Middle Name	Suffix	Address 1	Address 2/Address 3	City
CA13	423849991		SO			MULLEN	DOROTHY	T		173 HART RIDGE ROAD		BIRMINGHAM
MS12	295442922		SO			JOHNNAS POZZERA				873 GREENWAY DRIVE		ANNISTON
MS12	295401933		SO			AJM FINE CARPETS				224 MOODY AVE		FLORENCE
MS08	399494334		SO			BUSHWOOD CADDY SERVICE				4332 GOPHER RD		HUNTSVILLE
SC01	420995947		AN			BATTISTE	JELDA	M		2200 ICE MADEN RD		LINCOLN
4A			AN			BATTISTE	HERMAN			2200 ICE MADEN RD		LINCOLN
SC12	367908321		SO			WALLER	PETER	S		4640 VINE STREET		SCHILLER PARK
#01			SO			HAWTHORNBERRY SPA				1445 OTIS RD		AUBURN
#05	396430997		SO			BISON BREWERY				46 PORTER LANE		OTHAN
SD01	030477388		SO			RED ROSE CAFE				3195 FLORA RD		FORT PAYNE
MS01			SO			DAY	SHELTON	Q		2965 POK STREET		ANCHORAGE
MS08			SO			GAFFNEY	MAINE			227 FOREST AVENUE		FARSBANKS
MS08			SO			MOREL DESIGNS				4347 COPPERHEAD ROAD		NOME
SC01			SO			ROKSTARR MUSIC				2166 NULDM COURT		KODAK
SC12			SO			VIOLA	JEANNE	S		4770 KODAK LANE		BETHEL
#01			SO			SMPLY BLISS SPA				946 PROSPECT STREET		SEWARD
#05			AN			WIFFREY	LORENE			2064 LEROY LANE	5TH FLOOR	KETCHIKAN
AC01			OR			ISELL	BRIAN	A		2752 SCENIC WAY		BETHEL
4A			OR			ISELL	JANAYA	Q		2752 SCENIC WAY		BETHEL
#04			SO			VINCENT	MARK			4569 REBECCA STREET		UNALASKA
CA01	116097088					CLARK	JANE			4831 DAVISON DRIVE		MAGNOLIA
CA13	061902822					LEAVITT	ELIZABETH	LAYAN		1538 MANSFIELD LANE		LITTLE ROCK
MS01	024857482					ALLEN	PATRICIA			4160 CHEMUNAK LANE		HOT SPRINGS
MS08	114205544					BROGANTI	KEVIN			3005 HONEYBUCKLE LANE		FORT SMITH
MS08	090349065					IBRAHIM	ROBERT			979 HAZELWOOD AVENUE		JONESBORO
SC01	820124292					BROWN	JEAN			3097 HINLEY ROAD		FINE BLUFF
SC12	200938496					DEEB	SAVYAN			3350 OLEN THOMAS DRIVE		CONWAY
#01	026472027					DRYER	LUCA			1847 STALEY AVENUE		FINE BLUFF
#05	230254028					KANG	J			2346 NORMA LANE		MAGNOLIA
SD01	006620037					LURD	HEDEBKA			3285 GREEN STREET		FAYETTEVILLE
AC01	415302054					SPAKMAN	FACINE			1839 STONEPOT ROAD		RODGERS
#04	098209868					TURNER	ELLIOT			1808 PHILADELPHIA AVE		INDIA
CA01	004547616		SO			ARNOT	DORNE			1973 CHEMUNAK LANE		SECONA

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

For Safe Deposit Boxes, you will have to select to enter your properties manually.

In the manual entry mode Holders can enter accounts one-by-one with drop down menus. This is also an option for holders only entering a few accounts and do not wish to use the template. You will need to go to the Main Menu screen and in the Property section click the words “Add Records Manually” if no properties have ever been entered yet. If other properties have already been entered that “add records” link will not appear, you need to go to the Property section, click View Records and in the upper right hand corner you will see the words “Add Property”. Click the “Add Property” Icon and it will take you to the same manual property entry screen.

\*Make sure that the “Status” is set to “Open for Reporting”  
This screen will appear and you will add the property/owner information as prompted, clicking next to get through all the data entry.

The screenshot displays the 'Add Property' form in the UPEXchange web application. The interface features a blue header with the UPEXchange logo and navigation links: 'Main Menu', 'Property', 'View Records', and 'Add'. A sidebar on the left contains a 'General' section and several expandable categories: 'Owner Details', 'Property Details', 'Other Information', 'Attachments', and 'Audit Trail'. The main content area is titled 'Add Property - UPEXchange' and shows the following fields:

- Amount: \$0.00 (with a date indicator: Added: 6/18/2014 Modified: 6/18/2014)
- Owner Details: First Name, Last Name, Address, City, County, State (dropdown), ZIP, and an 'EPC' checkbox.
- Property Details: Property Code\* (dropdown), Check# or Unique ID#, Amount Due, Status (dropdown, set to 'Open for Reporting'), and Dormancy Calculation.
- Other Information: Alternate Filing State (dropdown).

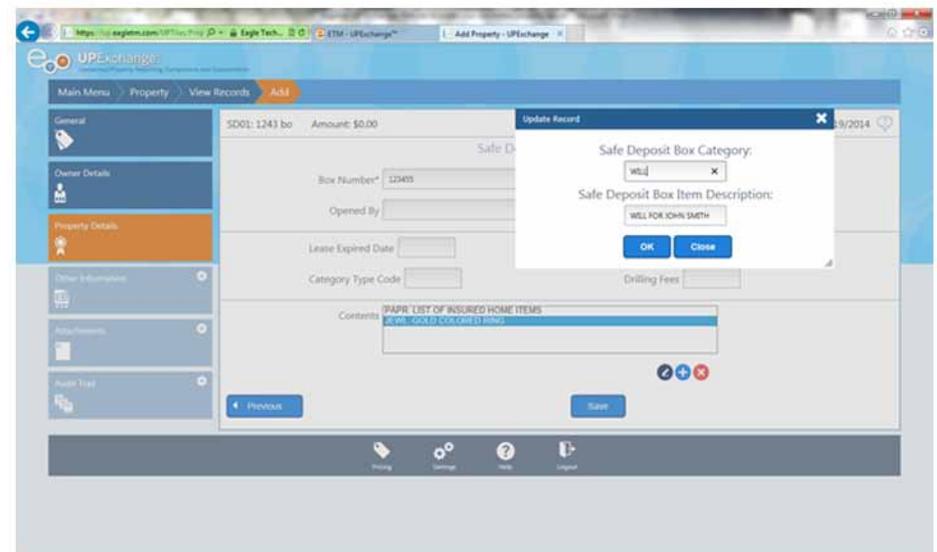
A 'Next' button is located at the bottom right of the form. The browser's address bar shows the URL: https://easgen.com/UPEXchange/Identified/...



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

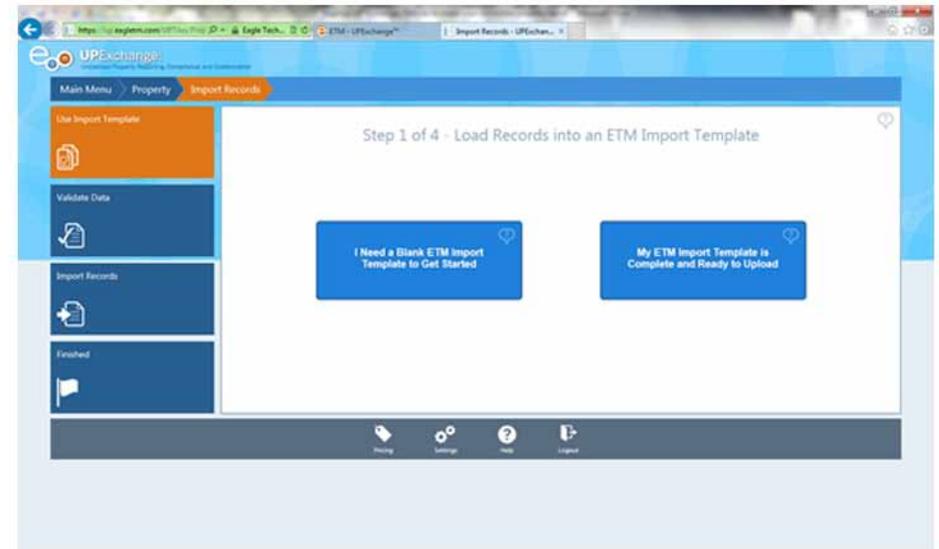
When entering Safe Deposit Box contents you have to hit the blue add button (bottom right under contents box). This will bring up a pop up screen to allow you to add items separately so they can be coded according to their category. These category or safekeeping codes can be found in our NAUPA code listings in the Kentucky Holder Reporting Booklet or under Kentucky in the Resources section of the Help menu.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

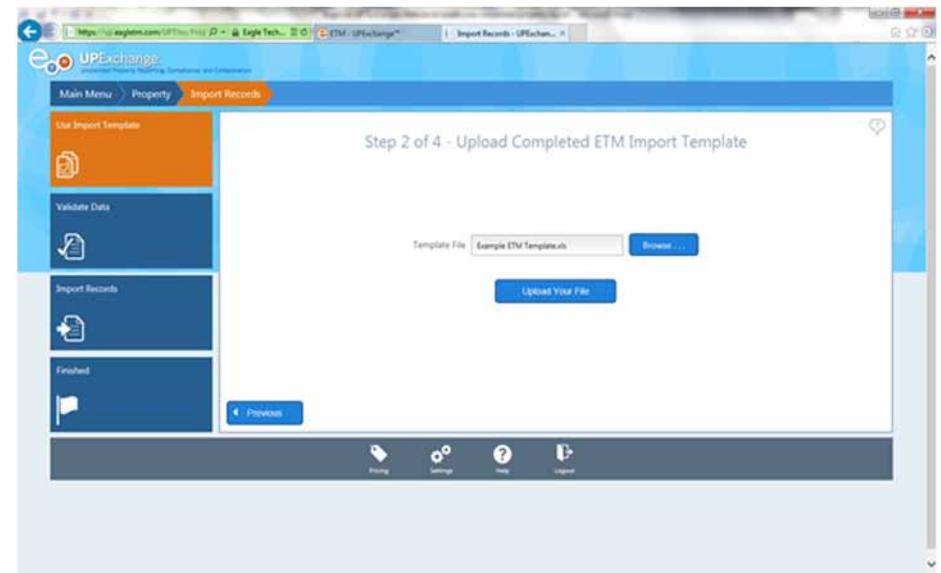
Back to our ETM template for entering your unclaimed property report information. After you have entered all your property entries you will save the completed template to your computer and then upload the UPEXchange website. This is done from the same screen you choose to upload the ETM template from:



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

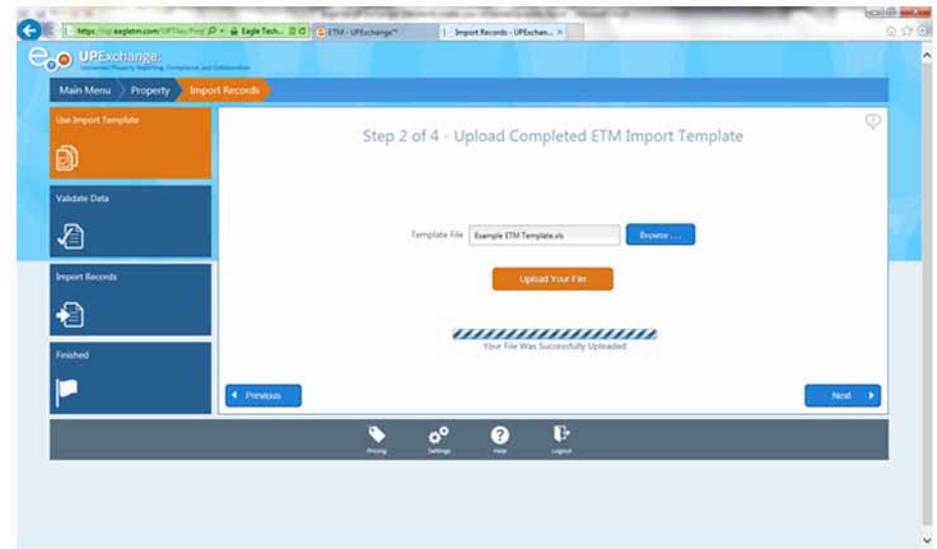
Now you will select “My ETM Import Template is Complete and Ready to Upload” This screen will appear next, click Browse and choose the template file that you saved to your computer with your report information entered. Select to Upload your file.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

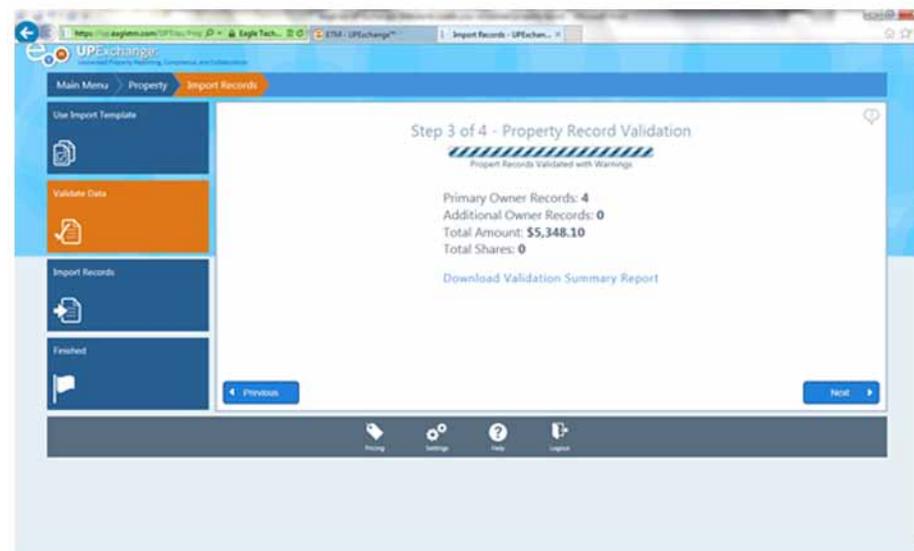
When your file is successfully uploaded you should see this: It should say “Your File Was Successfully Uploaded”. Click Next.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

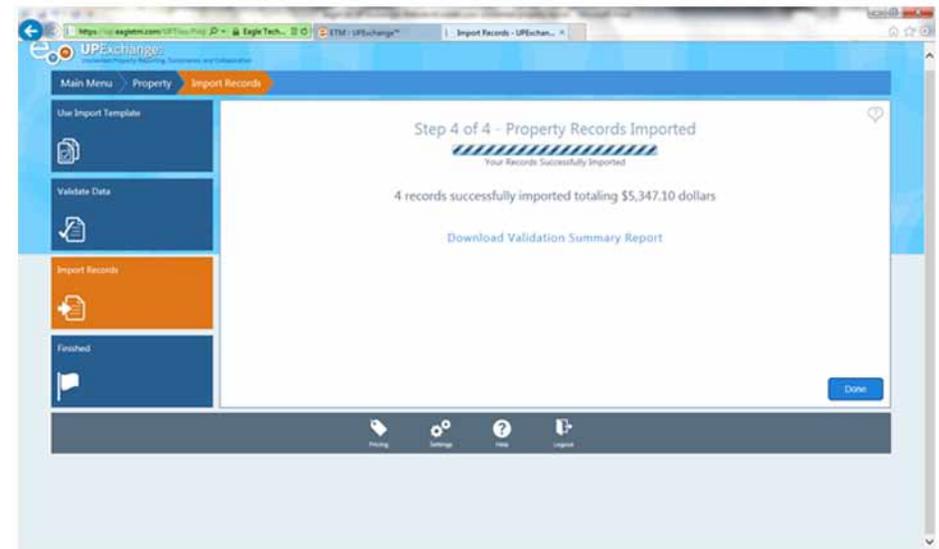
The next screen will be your validation report record. This does not mean the report was sent to the state. This just means that your report info was reviewed by the UPEXchange program and appears to be ready to send. Make sure that your totals match, for example the money amount you are sending compared to what your report shows. You can download this report.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

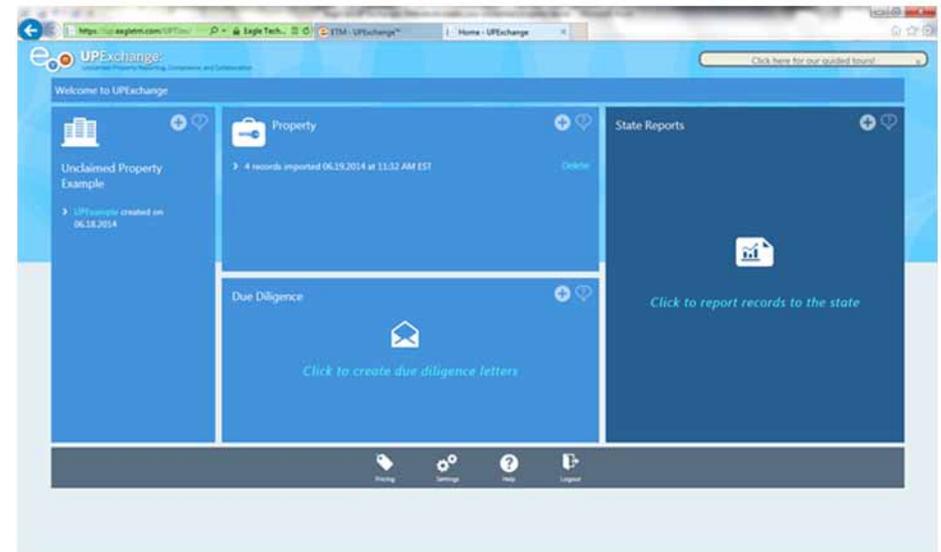
The next screen lets you know that your records have been completely imported from the template for you to use in creating reports, letters or both. Click “Done”.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

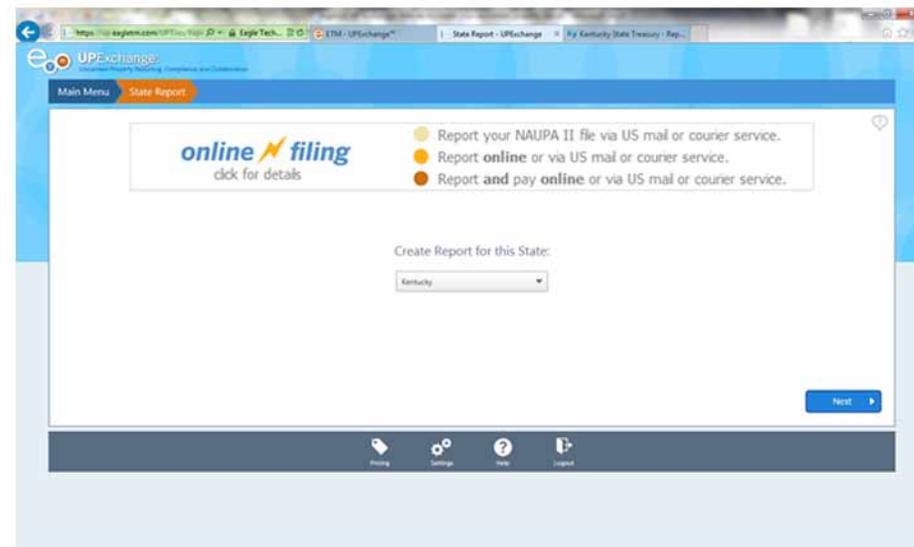
Now that you have all your properties uploaded and confirmed its time to go back to the Main Menu Screen, it should now appear similar to this.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

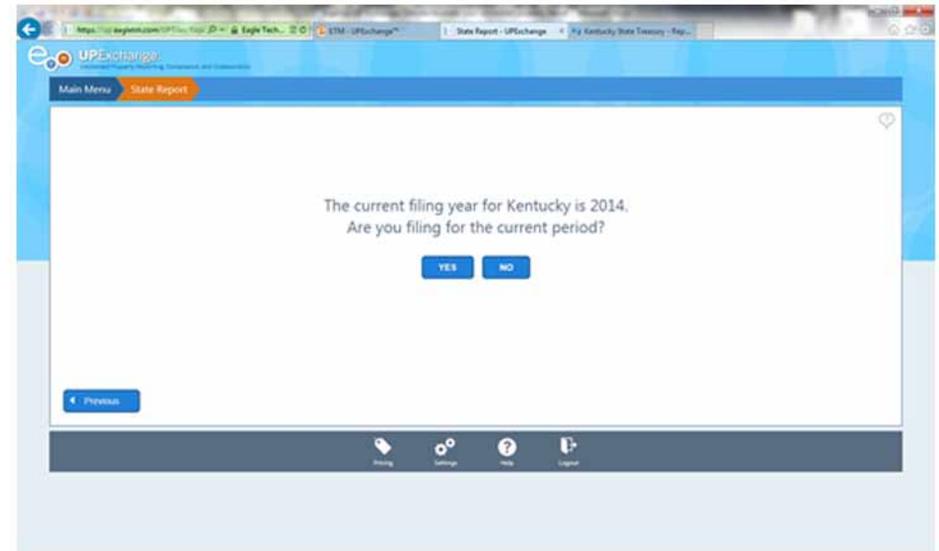
From the Main Menu Screen you can now choose to create you Due Diligence Letters or if you have already completed your Due Diligence and just need to create your official report then select “Click to report records to the state”. This screen should appear:



# APPENDIX

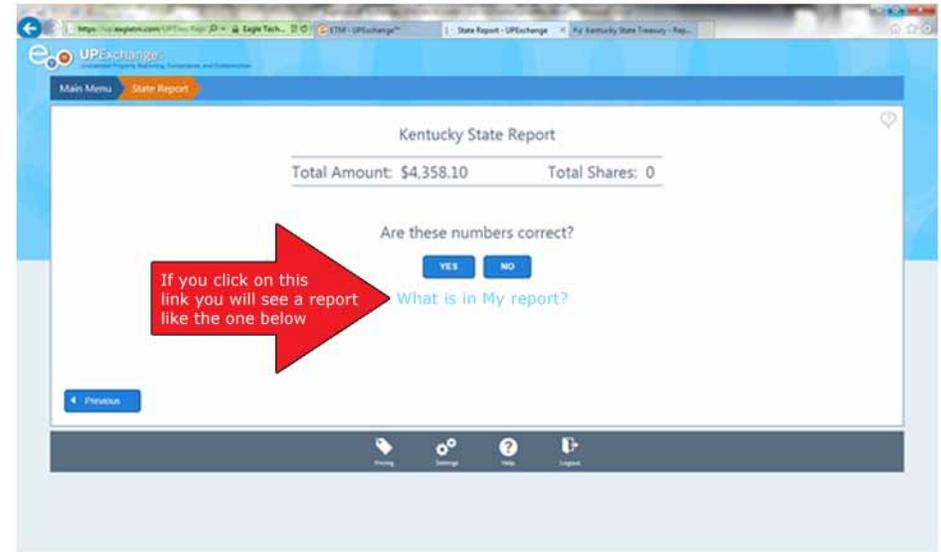
## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Make sure Kentucky is selected and choose Next.



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE



Select Yes if you are selecting the reporting year shown.

**KY 2014 State Preview**  
Demonstration Holder - 42-2354857

Code	Description	Count	Total Amount	Total Shares
AC01	CHECKING ACCOUNTS	1	\$21.00	0
CK13	VENDOR CHECKS	1	\$99.00	0
804	PROCEEDS FROM MATURED POLICES	1	\$4,279.00	0
W001	WAGES, PAYROLL, OR SALARY	1	\$1,953.00	0
W000	ACCOUNTS PAYABLE	2	\$1,840.00	0
SD01	SAFE DEPOSIT BOX CONTENTS	1	\$0.00	0
	GRAND TOTAL	7	\$8,197.21	0

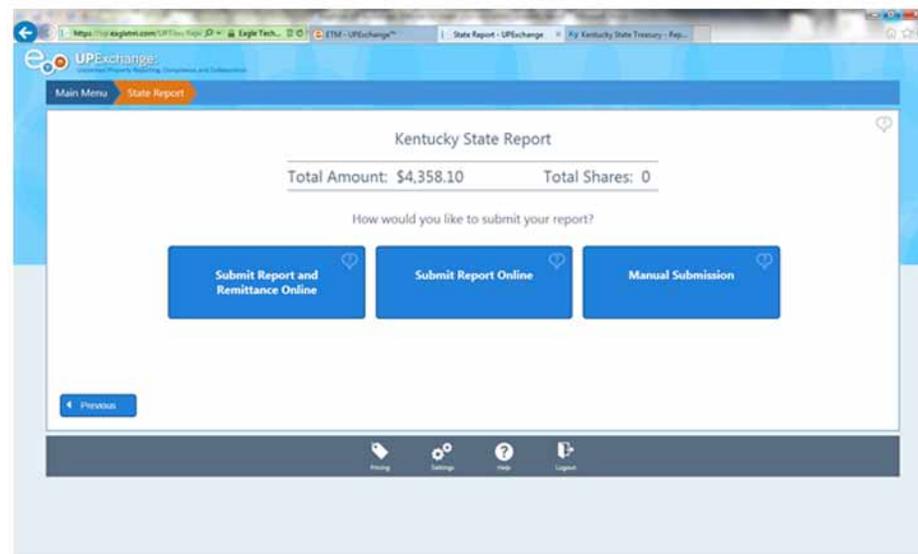
  

Owner Name	Owner State	Property ID	Property Code	Amount	Shares
HOBARTY, JEANETTE	KY	012	AC01	\$21.00	0
BONILLA, STEVE	KY	003	CK13	\$99.00	0
BEATTY, ERIC	KY	013	804	\$4,279.00	0
BROWN, MARY	KY	004	W001	\$1,953.00	0
ROBERTS, FREDERICK	KY	005	W000	\$1,840.00	0
TREBECA, JULIE	KY	006	W000	\$0.21	0
MURPHY, ROBERT	KY	011	SD01	\$0.00	0

# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Next confirm your amounts are correct and select Yes if they are.



# APPENDIX

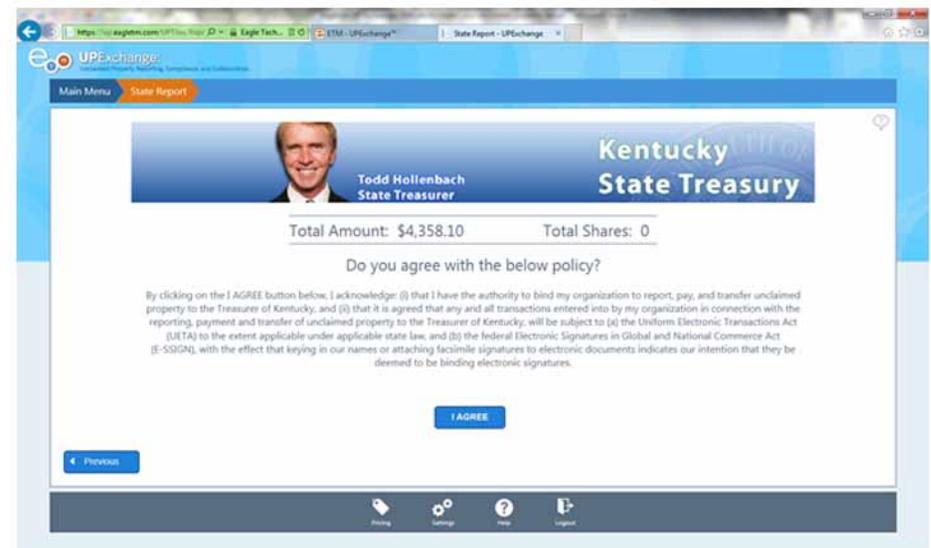
## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

If you choose “Submit Report and Remittance Online” this will automatically submit your NAUPA II state report and payment online, but \$7.95 convenience fee will be added by and paid to ETM to cover all costs. (Yes there is a fee to pay through UPEXchange, but you will be bypassing shipping charges mailing us your check and report summary cover)

If you choose to “Submit Report Online” this will automatically submit your NAUPA II state report online, but you will have to send payment to the state separately. (Check mailed with report summary cover sheet)

If you choose “Manual Submission” this will allow you to download the NAUPA II report file and copy it to a CD or diskette and send it with a check to the Treasurer of Kentucky’s Unclaimed Property program via US Mail or courier service.

In this example we are choosing “Submit Report Online”. Once you click the icon this screen should appear:



# APPENDIX

## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

You must agree with the policy to continue. Click I Agree

The next screen you must check the box to authorize you report and cover sheet to be sent to the state. Check the box and then click Submit.



# APPENDIX

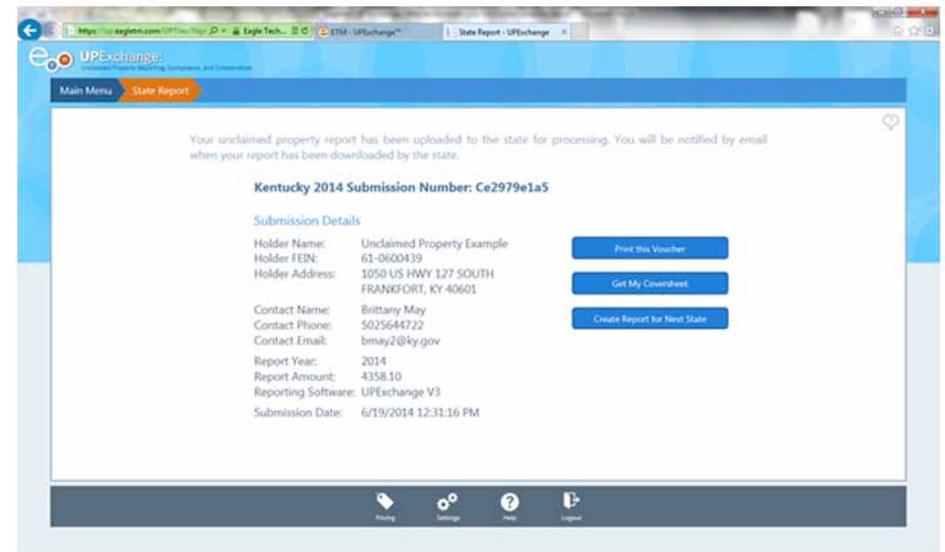
## STEP-BY-STEP DIRECTIONS TO FILE WITH UPEXCHANGE

Once you have submitted this summary screen will appear:

You will receive a confirmation email with the same submission number listed on the State Report summary screen. Before you close out of this screen select “Print this Voucher” this will print this information on your screen for your records. Then click “Get my Cover Sheet” which will allow you to print the cover sheet you need to send in with you payment check to the state.

Now all that’s left to do is mail the payment with your freshly printed cover sheet to the address below.

**Kentucky State Treasury  
Unclaimed Property Division  
1050 US HWY 127 South, Suite 100  
Frankfort, KY 40601**



# NOTES: